

COVID-19 RISK ASSESSMENT

Educational Setting	Moorfield School and Nursery
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by	Tina Herbert (Head), Ian Findlay (Compliance Officer)
Version Number	7
Release Date	16 th August 2021

This Risk Assessment is a 'live' document and will be updated in line with latest government guidance and uploaded to Moorfield website

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
<p><u>Version 7 as of 16th August - School open to all children in all year groups</u></p> <p>NOTE:- HEAD OF SCHOOL HAS THE RIGHT TO ASSESS ANY POTENTIAL RISK TO STAFF AND CHILDREN WHEN A CHILD RETURNS FROM SELF ISOLATION. SCHOOL WILL CONTINUE TO ASK PARENTS TO ONLY ENTER THE BUILDING BY APPOINTMENT.</p>					
Awareness of policies and procedures	Staff, visitors, pupils, contractors, parents, governors	<p>All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Health and Safety Policy • First Aid Policy • Current Covid risk assessment (Version 7) <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <p>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</p>	TH All Staff	Ongoing All Staff	RA V Other policies and procedures

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Awareness of policies and procedures		<p>(RIDDOR) 2013</p> <p>Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</p> <p>DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</p> <p>The relevant staff receive any necessary training that helps minimise the spread of infection.</p> <p>The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school’s local health protection team (HPT) - Bradford Local Authority <p>In addition, all staff, volunteers, visitors and governors are aware of the school’s infection control systems.</p>			
Cleaning/Poor hygiene practice	All staff Children, visitors, parents, volunteers, contractors,	<p>Deep clean of all areas/rooms before staff and pupils return to school.</p> <p>If school has been informed that someone has tested positive with covid-19 then any area/room they have accessed to undergo a thorough clean.</p>	Cleaning team	Ongoing throughout summer holidays	√

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Cleaning/Poor hygiene practice	governors	<p>Visitors are permitted on to site. They must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE’s Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	TH	Ongoing	√
		<p>Sufficient amounts of soap, clean water, paper towels and sanitizer are supplied in all toilets, wet areas, classrooms and kitchen areas. Stocks must be checked regularly.</p>	CB	Ongoing	√
		<p>Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Reminder of correct way of washing hands given regularly.</p>	All staff	On going	√
		<p>Pupils are able to use hand sanitiser, under the supervision of a member of staff.</p>			√
		<p>Cleaners to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>All classes to continue to have cleaning kits to clean tables, touch points etc throughout the day.</p>	CB	ongoing	√

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Confirmed Case of Covid- 19		<p>home unless they develop symptoms themselves.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting.</p> <p>If a staff member or pupil tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the day after the onset of their symptoms or the day after their test was taken if they did not have symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. A cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day after they first became ill . If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Other members of their household do not need to self isolate if they are under 18 or adults that are fully vaccinated, unless they develop symptoms themselves.</p> <p>From the 16 August, the legal requirement to self-isolate for contacts of a positive case will end for everyone aged under 18, and for adults who have been fully vaccinated.</p> <p>Staff who come into contact with a positive case are advised to have a PCR test.</p>			

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
<p>Poor management of infectious diseases</p>	<p>Staff, visitors, pupils, contractors, parents</p>	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Head and SLT</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Head is informed by parents immediately once a pupil has tested positive for coronavirus.</p> <p>Staff inform the Head or SLT immediately once a pupil has tested positive for coronavirus.</p> <p>The SLT monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>			

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Lack of communication	Staff, visitors, pupils, contractors, parents	<p>School to keep parents, staff and governors informed of any changes to government guidance. Current risk assessment to be sent to SLT and governors for approval. Once risk assessment approved, all staff sent a copy. Risk assessment uploaded onto website and parents informed where to find it.</p>	TH	From 16/08/21	√
Access/Egress of school building	Staff Children Parents	<p>Staggered entry and exit to the building will no longer be required, children will arrive at the normal times. However, as for Version 6 of the risk assessment, the following measures will continue:</p> <ul style="list-style-type: none"> • Reception and Nursery children to be dropped off and picked up in the EYFS playground and not in the nursery classroom. • Parents of pupils in all other year groups to wait in playground with children at drop off and pick up time. • Parents to only enter the building by appointment. <p>One way system no longer needed.</p> <p>NOTE:- Infection control measures may need to be introduced should an outbreak occur.</p>	All staff and parents	7/09/21	√

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Classroom layout/bubbles/breaktimes	Pupils/staff	<p>No requirement for pupils to be facing forward and spaced out in class. No requirement for bubbles so pupils in different year groups can mix for drama, choir, PE etc. Whole school assemblies are now allowed. No requirement for staggered break times and lunch-times Different year groups can mix outside at break-times. After School Care and Breakfast Club can operate as normal. Tables, touch points to be cleaned throughout the day by TA/Teacher</p> <p>NOTE:- Infection control measures may need to be introduced should an outbreak occur.</p>	TH	07/09/21	√
Record keeping	Visitors and Contractors	<p>Visitors should be kept to a minimum if possible. Any visitors or contractors to school must sign in as they would normally do to ensure fire compliance with fire regulations but in addition, they must also leave a contact number. These records will then be kept for 21 days should anyone need contacting in the event of a positive covid result. After 21 days, the records will be destroyed.</p>	DF	From 1 st September 2021	√
Personal Protective Equipment	Staff Children Visitors contractors	<p>Most staff in school will not require PPE beyond what they would normally need for their work. However, for some staff, particularly those considered vulnerable, there will be times when it is appropriate for staff to socially distance or wear a mask, particularly when conducting face to face meetings with vulnerable member of staff.</p>	TH	01.09/21	√
Social distancing		Social distancing is no longer a requirement in schools, however, some staff			

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Personal Protective Equipment		<p>may feel it is appropriate to continue social distancing for at least the first half-term.</p> <p>The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</p>			
Clinically vulnerable staff and children	<p>Staff over 70, staff with an underlying health issue or staff with compromised immunity or currently receiving medical treatment. Clinically extremely vulnerable children</p>	<p>All clinically extremely vulnerable children should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Further information is available in the guidance on <i>Supporting pupils with medical conditions at school.</i></p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p> <p>See individual risk assessments for clinically vulnerable staff.</p> <p>NOTE: Pregnant women are in the ‘clinically vulnerable’ category. School must complete the New and Expectant Mothers risk assessment as well as the Covid Individual risk assessment. Both the New and Expectant Mothers and the Individual Risk Assessment must be reviewed prior to 28 weeks when risk factors increase. Individual Risk Assessments will need to be subject to regular review RCOG Q&A covid19 virus infection and pregnancy.</p>	TH	01/09/21	v

COVID-19 RISK ASSESSMENT

What are the hazards?	People carrying out tasks or those at risk	Safety Measures in place – to be reviewed on a weekly basis.	Action by whom?	Action by when?	Done
Ventilation and Physical Environment	Staff, pupils	<p>Ventilate all spaces using natural ventilation where possible.</p> <p>Open windows, prop open doors where possible.</p> <p>Teachers open windows/vents in classrooms as soon as they arrive.</p> <p>Windows/doors to be open to capacity when children aren't in the classroom to give a ventilation blast.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Stand alone fans may be used.</p> <p>Also consider if the circulation of outside air can be improved and prevention of pockets of stagnant air in occupied spaces. This can be done by using upright and desk fans or opening windows.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>The need for increased ventilation should be balanced with maintaining a comfortable temperature.</p>	All staff	01/09/21	√
Ventilation and Physical Environment					

Continue good hygiene practice:-

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.



COVID-19 RISK ASSESSMENT

- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.